

## **Voicemail**

To access your voicemail from in-house:

- Dial x6245 (mail)
- When you hear the recording, dial a star then your mailbox number ( \* 5xxx )
- The temporary passcode is 12345
- The tutorial is set and will prompt you to record a new passcode, your name, greeting, etc.

To access your voicemail from outside the facility:

- Dial 617-983-6245
- The recording will start and asks: if you have a mailbox on this system please press pound. Dial pound and then your mailbox number ( # 5xxx)